

HOW DO I START A NEW OR EXPAND A BUSINESS IN BOONE COUNTY?

In order to start a new business or expand an existing business, a business owner shall contact the following four offices prior to building occupancy and construction:

1) Boone County Occupational License Department

To Start a New Business:

The taxpayer must submit the Occupational License/Payroll Tax Application along with the associated fee to establish their account. If they are a General Contractor they will need to submit their sub contractor list to us as soon as it is available.

To Expand a New Business:

If the taxpayer is adding a new physical location to their business they will need to file the Occupational License/Payroll Tax Application with a notation on top that of the application that this is an additional location and submit \$25.00.

Why Do You Need to Register?

Boone County Ordinance 07-27 requires that you obtain a General Business Certificate before you begin working in the County. You may be subject to penalties and fines for not registering your business with the Occupational Tax office.

Contact Information:

All of our forms, instructions and documents can be found on our website.

Boone County Occupational Tax Office
Boone County Administration Building
2950 Washington Street (KY 18), Room 211
Burlington, KY 41005
Phone: 859-334-2144
Fax: 859-334-3914

E-mail: occlicense@boonecountyky.org

Web: <http://www.boonecountyky.org/finance/ocl.aspx>

2) City of Florence Occupational License Department (Only Applies to Businesses Located in City Limits)

To Start a New Business:

The business entity must complete the Occupational License / Payroll Tax Application and submit the appropriate fee by using the calculation on the application. **If the business is located in the city limits of Florence, an applicant must file a joint application and submit a fee to both the Boone County Occupational License Department and the Florence Occupational License Department.**

A fire inspection of the building in which the business is located is required. Contact the Florence Fire Department at 647-5660. Florence also requires State Licenses and Certifications for the following applicants:

Attorney
Cosmetologist
Nail Technician

Electrician
HVAC
Insurance Agents
Massage Therapist
New and Used Auto Sales
Pawn Brokers – Special Provisions
Physicians/Dentists/Chiropractors
Plumbers

If there is more than one location within the City Limits of Florence, a separate application must be completed for each location and a payment of \$25.00 must be submitted for each application.

Why Do You Need to Register?

According to Chapter 110, Section 3 of the Florence Code of Ordinances, every business entity engaged in any trade, occupation, employment, business, or profession shall be required to obtain the occupational license and pay a license tax.

Contact Information:

City of Florence
Florence Government Center
Finance Department
8100 Ewing Blvd.
Florence, KY 41042
Phone: 859-647-5413
Fax: 859-647-5447

Web: www.florence-ky.gov

Note: All forms, documents, and information regarding City Ordinances are available on our website.

3) **Boone County Planning Commission**

To Start a New Business or Expand an Existing Business:

A “Tenant Finish” application is necessary in most instances, and a “Home Occupation Permit” is required for home-based businesses. A “Sign Permit” is needed for permanent exterior signage, and a “Temporary Advertising Display” Permit (TAD) is needed for temporary signs like banners. Depending on the proposed business or if any additions, exterior improvements or site work are intended, other types of applications (e.g. Site Plan Review, Board of Adjustment Review & Design Review) to the Planning Commission may be required. The Planning Commission’s staff can verify which application(s) applies to your circumstances. Application forms and fee information can be obtained under the “applications” tab on the Planning Commission’s web site.

Why Do You Need Approval?

Approval by the Planning Commission verifies that a proposed business and/or physical improvements conform to the community’s zoning requirements, such as that the business is placed in the proper zone and that there is sufficient parking etc. for the type and size of

the business. Zoning Regulations have been adopted by ordinance by the Boone County Fiscal Court and the Cities of Florence, Walton and Union.

Boone County Planning Commission
Phone: 859-334-2196
Fax: 859-334-2264
Boone County Administration Building
2950 Washington Street (KY 18), Room 317
P.O. Box 958
Burlington, KY 41005

E-Mail: plancom@boonecountyky.org
Web: www.boonecountyky.org/pc

4) **Boone County Building Department**

When Are Building Permits Required?

Building Permits are required when a structure has an occupant change, change of usage, is enlarged or remodeled.

Building Permits are required when any electrical mechanical, gas or plumbing systems that are regulated by the Kentucky Building Code (KBC) are installed, enlarged, altered, repaired or removed.

Building Permits are required when pallet racking is installed altered or moved.

Section 105 of the KBC provides complete details of when permits are required.

In addition to the requirements of the KBC Signage (building and ground mounted) is required to be permitted per Boone County Ordinance 154.

Why Are Building Permits Required?

Permits and inspections are required per Kentucky Revised Statute 198B to safeguard the health safety and welfare of persons within the built environment.

Contact Information:

Forms, instructions and documents can be found on our website:

Boone County Building Department
2950 Washington Street, Room 312
Burlington, KY 41005
Phone: 859-334-2218
Fax: 859-334-3137

E-mail: buildinginspector@boonecountyky.org
Web: www.boonecountyky.org/bd/default.aspx

NOTE: The information from the above four entities is a summary and does not represent the full requirements or regulations. To obtain these requirements and regulations, please visit the above web sites.